



25 SEPTEMBER 2013

Maintenance

LOCAL MANUFACTURE PROCEDURES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This 452D Air Mobility Wing Instruction implements Air Force Policy Directive (AFPD) 21-1, *Air and Space Maintenance*. This 452 AMWI extends the guidance of Air Force Instruction (AFI) 21-101_AFRC Sup 1, *Aircraft and Equipment Maintenance Management*, and AF T.O. 00-20-1, *Aerospace Equipment Maintenance Inspection and Documentation*. It outlines responsibilities and procedures for using locally developed maintenance forms. This AMWI is applicable to all maintenance personnel assigned to the 452d Air Mobility Wing. The local manufacturing request form is for local manufacture requests. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) listed above using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. Requests for waivers must be submitted through chain of command. Requests for waivers must be submitted to the OPR listed above, or as otherwise stipulated within this publication, for consideration and approval. Ensure that all records created as a result of processes prescribed in this publication are maintained In Accordance With (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.af.mil/gessaf61a/afirms/afirms/>. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

1. Responsibilities:

1.1. Maintenance Supply Liaison (MSL) will be the focal point for all local manufacture actions and will provide guidance in the accomplishment of these actions in accordance with applicable AFIs.

2. Procedures.

- 2.1. Procedures are listed on the checklist in [Attachment 2](#).

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Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 21-1, *Air and Space Maintenance*, 25 February 2003

AFI 21-101 AFRC Sup 1, *Aircraft and Equipment Maintenance Management*, 13 January 2011

AFMAN 33-363, *Management of Records*, 01 March 2008

Prescribed Forms

Local Manufacture Request Form: M:\452 MOS\452 MSL\LOCAL MANUFACTURE

Excel spreadsheet available on: M:\452 MOS\452 MSL\LOCAL MANUFACTURE
SPREADSHEET

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

A/C—Aircraft

AF—Air Force

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management System

AFI—Air Force Instruction

AFTO—Air Force Technical Order

AMWI—Air Mobility Wing Instruction

CC—Commander

MSL—Maintenance Supply Liaison

MOI—Maintenance Operating Instruction

MXG—Maintenance Group

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

TNB—Tail Number Bin

T.O.—Technical Order

Attachment 2

PROCEDURES CHECKLIST**Table A2.1. Procedures Checklist.**

	RESPONSIBILITY	
Requester	Submit Local Man Worksheet (approved with this MOI ONLY) and/or technical order page of parts breakdown, if applicable, to MSL for Local Man coordination (approval must be obtained through Quality Assurance for all special tools and equipment or any item NOT coded as Local Manufacture within the Technical Order prior to bringing Local Man Worksheet to MSL)	
MSL	Route Local Man Request Form to appropriate back shop for coordination	
Back Shop	Identify if Sample/or Drawings are needed; Identify any material needed and complete back shop portion of Local Man Request Form	
MSL	Order requested material needed, if any	
MSL	Upon receipt of material, process AFTO 350 tag in GO81; transfer to back shop and forward Local Man worksheet along with parts/material ordered and samples, if required, to back shop	
Back Shop	Notify MSL when Local Man is complete for parts pick-up	
MSL	Place Local Man parts ordered against the A/C in TNB; notify requester	